



SACHI A. HAMAI
Interim Chief Executive Officer

County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration
500 West Temple Street, Room 713, Los Angeles, California 90012
(213) 974-1101
<http://ceo.lacounty.gov>

February 26, 2015

To: Mayor Michael D. Antonovich
Supervisor Hilda L. Solis
Supervisor Mark Ridley-Thomas
Supervisor Sheila Kuehl
Supervisor Don Knabe

From: Sachi A. Hamai
Interim Chief Executive Officer

Board of Supervisors
HILDA L. SOLIS
First District

MARK RIDLEY-THOMAS
Second District

SHEILA KUEHL
Third District

DON KNABE
Fourth District

MICHAEL D. ANTONOVICH
Fifth District

PHASE II BUILDING CONDITION ASSESSMENTS AND ASSET MANAGEMENT DATABASE (ITEM NO.10, AGENDA OF AUGUST 12, 2014)

On August 12, 2014, the Board authorized the Chief Executive Officer (CEO) to execute an agreement with AECOM Technical Services Inc. (AECOM) to perform the second phase of building condition assessments and develop an asset management database (AMD) system to provide the County with a rational basis for funding and implementing short- and long-term plans for deferred maintenance of County facilities. In addition, Supervisors Ridley-Thomas and Antonovich moved to amend the item by directing the CEO to work with all applicable departments and to report back to the Board with a building assessment plan for the Phase II Building Condition Assessments; provide quarterly reports with an update on the building assessments previously completed, as well as those proposed for the next quarter; and report back within 90 days with a strategy for ensuring that the database is kept current.

Following execution of the agreement between the County and AECOM on October 17, 2014, AECOM's engineering and technical teams launched pre-assessment activities, including procuring and updating assessment tools, recruiting and assembling assessment teams, and developing procedural manuals for field assessment teams.

Program Implementation

On October 30, 2014, the CEO met with AECOM's project manager and planning teams to confirm details of the next steps towards field assessments and to affirm the roles and responsibilities that the CEO, Internal Services Department (ISD), and AECOM teams have assumed to ensure clarity during implementation of the Phase II Project.

"To Enrich Lives Through Effective And Caring Service"

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The County team members and responsibilities have been confirmed; CEO will remain as the program manager to oversee and address the resolution of issues and coordination of actions related to programmatic and/or contractual matters. ISD has assumed project management responsibilities and will facilitate contact between AECOM and the departments in order to conduct pre-assessment surveys and interviews; assist with the location and transfer of facility floor plans or as-built drawings to AECOM and gain access to facilities for the field assessment teams. In addition, ISD will facilitate the flow of their existing archive of digitized facility floor plans into the AMD developed by AECOM and manage the development of a strategy for keeping the AECOM AMD current.

Prioritization Plan

As outlined in AECOM's proposed work plan, facilities were to be assessed by the geographic area as a means to conserve resources and achieve efficiencies; however, several County facilities have emerged as high priorities that require immediate condition assessments. Therefore, with input from ISD and CEO, AECOM amended the proposed schedule to include the facilities which have become critical to be assessed within the first quarter of the Phase II Project. To guide AECOM's development of a schedule that incorporated the County's immediate needs, ISD provided a list of facilities with the most critical needs and the CEO provided a list of County departments that most frequently require extraordinary maintenance funding to address critical deficiencies. Based on the County's highest priorities and historic needs, AECOM developed a schedule/calendar attached hereto as Exhibit A.

Pre-assessment data gathering, pre-assessment surveys, and interviews began February 4, 2015. Field assessments began on February 10, 2015. The field assessments will typically be conducted by four teams of mechanical and structural engineers working concurrently; however, for assessments of larger facilities or those comprised of clusters of multiple buildings, the number of teams could increase to as many as eight.

The work plan consists of collecting floor plans and/or as-built drawings; conducting interviews with key County facility personnel; conducting field assessments to catalog existing conditions at select County-maintained facilities/sites; compiling deferred maintenance deficiency reports for County-maintained facilities; developing logical corrective actions and prioritizing packaged projects; and developing capital plans to quantify the County's needs and project budgets. The typical assessment timeline has a duration of 21 days, as reflected in the attached program information sheet as Exhibit B.

Database Maintenance

The agreement with AECOM includes training ISD and other departmental staff to maintain and update the database. County staff will be able to identify specific existing equipment and mechanical systems and how to update condition and lifecycle records in the database to reflect completed as-needed repairs and replacements. To ensure equipment records are accurately updated, AECOM's field tasks include affixing barcoded labels to equipment and mechanical systems. Updates to the database records will reset the expected useful life of equipment and building systems based on the manufacturer's recommendations and best management practices.

Ultimately, the database will be hosted and maintained by ISD. Concurrent to the ongoing assessments, the information technology staff of ISD and AECOM will explore potential opportunities for data connections between the AECOM AMD and existing County maintenance systems and incorporate the County's data security requirements.

If you have any questions, please contact Brad Bolger at (213) 974-1360.

SAH:TT:BMB
CY:RB:zu

Attachments

c: Executive Office, Board of Supervisors
County Counsel
Internal Services

February 2015

COLA Conceptual Assessment Schedule

	Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Week 1	1	2	3	4	5	6	7
	8	9	10	11	12	13	14
Week 2	Pre-Survey Week		Team A: Pre-Survey / Data Gathering FS 34		Team A: Pre-survey FS 115	Analyze Data Tweak Tools Adjust Workflow Training Workshop	
	15	16	17	18	19	20	21
Week 3	Mixed Week	Presidents Day	Team A: Pre-survey FS 57, Pre-survey FS 23		Team A: Survey FS 34		
	22	23	24	25	26	27	28
Week 4	Survey Week		Team A: Survey FS 115		Team A: Survey FS 57, Survey FS 23		
	1	2	3	4	5	6	7
Week 5							

Current Date: 2/6/15

March 2015

COLA Conceptual Assessment Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
1	2	3	4	5	6	7
Pre-survey week		Team A: Pre-survey Baldwin Park ACC		Team A: Pre-survey Downey ACC		
8	9	10	11	12	13	14
Survey week		Team A: Survey Baldwin Park ACC		Team A: Survey Downey ACC		
15	16	17	18	19	20	21
Pre-survey week		Team A: Pre-survey Firestone CDC Pre-survey Willowbrook CDC Team B: Pre-survey FS 38 Pre-survey FS 58		Team A: Pre-survey FS 5 Pre-survey FS 42		
22	23	24	25	26	27	28
Survey week		Team A: Survey Firestone CDC Survey Willowbrook CDC Team B: Survey FS 38 Survey FS 58		Team A: Survey FS 5 Survey FS 42		
29	30	31	1	2	3	4
Pre-survey week		Team A: Pre-survey 102 Pre-survey FS 146 Team B: Pre-survey FS 69 Pre-survey FS 88				

Current Date: 2/5/15

April 2015

COLA Conceptual Assessment Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
29	30	31	1	2	3	4
Pre-survey week				Team A: Pre-survey Castaic ACC, Pre-survey Lancaster ACC Team B: Pre-survey FS 65 Pre-survey FS 67		
5	6	7	8	9	10	11
Survey week		Team A: Survey FS 102 Survey FS 146 Team B: Survey FS 69, Survey FS 88		Team A: Survey Castaic ACC, Survey Lancaster ACC Team B: Survey FS 65, Survey FS 67		
12	13	14	15	16	17	18
Pre-survey week		Team A: Pre-survey Carson ACC Team B: Pre-Survey FS 63 Pre-survey FS 96		Team A: Pre-survey Agoura ACC Team B: Pre-survey FS 78 Pre-survey FS 84		
19	20	21	22	23	24	25
Survey week		Team A: Survey Carson ACC Team B: Survey FS 63, Survey FS 96		Team A: Survey Agoura ACC Team B: Survey FS 78 Survey FS 84		
26	27	28	29	30		
Pre-survey week	Team A: Pre-survey Lancaster Library, Pre-survey Quartz Hill Library Team B: Pre-survey CSS HQ	Team C: Pre-survey FS 53 Pre-survey FS 83	Team A: Pre-survey Paramount Library, Pre-survey Woodcrest Library Team B: Pre-survey DPSS Lincoln Heights	Team C: Pre-survey FS 56 Pre-survey FS 86		

Current Date: 2/5/15

May 2015

COLA Conceptual Assessment Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
Pre-survey week					1	2
3	4	5	6	7	8	9
Survey week	Team A: Survey Lancaster Library, Survey Quartz Hill Library Team B: Survey CSS HQ	Team C: Survey FS 53 Survey FS 83	Team A: Survey Paramount Library, Survey Woodcrest Library Team B: Survey DPSS Lincoln Heights	Team C: Survey FS 56 Survey FS 86	Team A: Survey City Terrace Library	
10	11	12	13	14	15	16
Pre-survey week	Team A: Pre-survey P&R 510 S Vermont, Pre-survey P&R 433 S Vermont Team B: Pre-survey DPSS Civic Center	Team C: Pre-survey FS 37 Pre-survey FS 105	Team A: Pre-survey Lancaster County Center (Parts 1 and 2) Team B: Pre-survey DPSS Compton	Team C: Pre-survey FS 18 Pre-survey FS 54 Pre-survey FS 95	Team B: Pre-survey DPSS South Central	
17	18	19	20	21	22	23
Survey week	Team A: Survey P&R 510 S Vermont, Pre-survey P&R 433 S Vermont Team B: Survey DPSS Civic Center	Team C: Survey FS 37 Survey FS 105	Team A: Survey Lancaster County Center (Part 1 of 2) Team B: Survey DPSS Compton	Team C: Survey FS 18 Survey FS 54 Survey FS 95	Team A: Survey Lancaster County Center (Part 2 of 2) Team B: Pre-survey DPSS South Central	
24	25	26	27	28	29	30
Pre-survey week	Team A: Pre-survey Mental Health HQ (1 of 3) Team B: Pre-survey DPSS Pomona Team C: Pre-survey East SFV office	Team D: Pre-survey FS 12 Pre-survey FS 25	Team A: Pre-survey Mental Health HQ (2 of 3) Team B: Pre-survey DPSS Lamark (1 of 2) Team C: Pre-survey Probation Camp Affler.	Team D: Pre-survey FS 22 Pre-survey FS 50	Team A: Pre-survey Mental Health HQ (3 of 3) Team B: Pre-survey DPSS Lamark (2 of 2) Team C: Pre-survey Probation Camp Munz	

Current Date: 2/5/15

June 2015

COLA Conceptual Assessment Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
31	1	2	3	4	5	6
Survey week	Team A: Survey Mental Health HQ (1 of 3) Team B: Survey DPSS Pomona Team C: Survey East SFV office	Team D: Survey FS 12 Survey FS 25	Team A: Survey Mental Health HQ (2 of 3) Team B: Survey DPSS Lamark (1 of 2) Team C: Survey Probation Camp Affler.	Team D: Survey FS 22 Survey FS 50	Team A: Survey Mental Health HQ (3 of 3) Team B: Survey DPSS Lamark (2 of 2) Team C: Survey Probation Camp Munz	
7	8	9	10	11	12	13
Pre-Survey week	Team A: Pre-survey Pomona Health Center Team B: Pre-survey DPSS Metro Family (1,2 of 4)	Team C: Pre-Survey Lancaster County Ctr. (1 of 2) Team D: Pre-survey FS 8 Pre-survey FS 43	Team A: Pre-survey Comm. Health Svc. Adm. Team B: Pre-survey DPSS Metro Family (3,4 of 4)	Team C: Pre-Survey Lancaster County Ctr. (2 of 2) Team D: Pre-survey FS 107 Pre-survey FS 75		
14	15	16	17	18	19	20
Survey week	Team A: Survey Pomona Health Center Team B: Survey DPSS Metro Family (1 of 4)	Team B: Survey DPSS Metro Family (2 of 4) Team C: Survey Lancaster County Ctr. (1 of 2) Team D: Survey FS 8 Survey FS 43	Team A: Survey Comm. Health Svc. Adm. Team B: Survey DPSS Metro Family (3 of 4)	Team C: Pre-Survey Lancaster County Ctr. (2 of 2) Team D: Survey FS 107 Survey FS 75	Team B: Survey DPSS Metro Family (4 of 4)	
21	22	23	24	25	26	27
Pre-Survey week	Team A: Pre-survey DHS Admin (1 of 4) Team C: Pre-survey Probation Srvc (1 of 2)	Team B: Pre-Survey Van Nuys Admin Center Team C: Pre-survey Probation Srvc (2 of 2) Team D: Pre-survey Klinger Admin. (FD)	Team A: Pre-survey DHS Admin (2 of 4)	Team A: Pre-survey DHS Admin (3 of 4) Team B: Pre-Survey CEO Red Tagged	Team A: Pre-survey DHS Admin (4 of 4)	
28	29	30	1	2	3	4
Survey week	Team A: Survey DHS Admin (1 of 4) Team D: Survey Klinger Admin. (FD) Team C: Survey Probation Srvc (1 of 2)	Team A: Survey DHS Admin (2 of 4) Team B: Survey Van Nuys Admin Center Team C: Survey Probation Srvc (2 of 2)				

Current Date: 2/5/15

July 2015

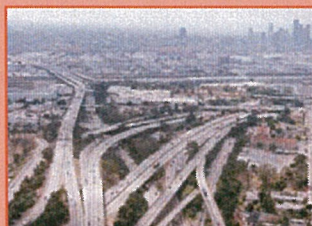
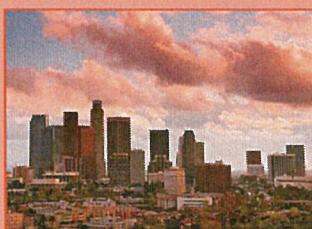
COLA Conceptual Assessment Schedule

Sunday	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday
28	29	30	1	2	3	4
Survey Week			Team A: Survey DHS Admin (3 of 4) Team B: Survey CEO Red Tagged	Team A: Survey DHS Admin (4 of 4)	Independence Day (observed)	
5	6	7	8	9	10	11
Pre-survey week	Team D: Pre-Survey Camp 19 (1,2 of 4)	Team A: Pre-survey Hall of Records (1,2 of 6) Team B: Pre-survey Central Arraign. Court Team C: Pre-Survey Chall. Yth Camp (1,2 of 5)	Team A: Pre-survey Hall of Records (3,4 of 6) Team B: Pre-survey West Corvina Court/Health (1 of 2) Team C: Pre-Survey Chall. Yth Camp (3,4 of 5)	Team A: Pre-survey Hall of Records (5,6 of 6) Team B: Pre-survey West Corvina Court/Health (2 of 2) Team C: Pre-Survey Chall. Yth Camp (5 of 5)	Team D: Pre-Survey Camp 19 (3,4 of 4)	
12	13	14	15	16	17	18
Survey Week	Team A: Survey Hall of Records (1 of 6) Team B: Survey Central Arraign. Court Team C: Survey Chall. Yth Camp (1 of 5)	Team A: Survey Hall of Records (2 of 6) Team C: Survey Chall. Yth Camp (2 of 5) Team D: Survey Camp 19 (1 of 4)	Team B: Survey West Corvina Court/Health (1 of 2) Team D: Survey Camp 19 (2 of 4)	Team A: Survey Hall of Records (3 of 6) Team B: Survey West Corvina Court/Health (2 of 2) Team C: Survey Chall. Yth Camp (3 of 5)		
19	20	21	22	23	24	25
Mixed week	Team A: Survey Hall of Records (4 of 6) Team B: Pre-Survey Valencia Civ Ctr (1 of 2)	Team A: Survey Hall of Records (5 of 6) Team C: Survey Chall. Yth Camp (4 of 5) Team B: Pre-Survey Valencia Civ Ctr (2 of 2)	Team C: Survey Chall. Yth Camp (4 of 5) Team D: Survey Camp 19 (3 of 4)	Team A: Survey Hall of Records (6 of 6) Team D: Survey Camp 19 (4 of 4)		
26	27	28	29	30	31	1
Survey Week	Team A: Pre-survey Hall of Admin (1,2 of 12) Team C: Pre-survey Probation HQ (1,2 of 6) Team D: Pre-survey FD Camp 13 (1,2 of 10)	Team A: Hall of Admin Team B: Survey Valencia Civ Ctr (1 of 2) Team C: Pre-survey Probation HQ (3,4 of 6) Team D: Camp 13	Team A: Pre-survey Hall of Admin Team B: Survey Valencia Civ Ctr (2 of 2) Team C: Pre-survey Probation HQ (5,6 of 6)	Team A: Pre-survey Hall of Admin (7,8 of 12) Team D: Pre-survey Camp 13 (5,6 of 10)		

Current Date: 2/5/15

County of Los Angeles

Deferred Maintenance Program Services



Points of Contact

- **Ricky Beltran**, Program Manager, County of Los Angeles
rbeltran@ceo.lacounty.org,
213-893-7840
- **Tom Walton**, Project Manager, County of Los Angeles,
TWalton@isd.lacounty.gov,
323-267-3445
- **Chris Kiefer**, Deputy Project Manager, AECOM, christopher.kiefer@aecom.com,
415-955-2976
- **John Van Whervin**, AECOM, Field Team Coordinator, John.VanWhervin@aecom.com,
714-567-2589

Program Purpose

Give the County of Los Angeles an improved system that provides maintenance and capital asset information to support long-term and life cycle projections for the County's facilities over the next 20 to 25 years.

Program Goals

- Optimize the life cycles of County-owned facilities
- Avoid costly and disruptive emergency repairs
- Reduce potential for disruptive incidents due to failed building systems
- Increase efficiency in building operations
- Increase predictability and clarity of maintenance budgets

Program Process

- Collect building floor plan(s) and roof plan(s)
- Pre-survey: Conduct interviews with key County personnel
- Full survey: Catalog deficiencies at select County-owned facilities/sites
- Compile deferred maintenance reports for County-owned facilities
- Develop logical corrective actions and prioritize packaged projects
- Develop capital plans to coordinate county's needs with expected budgets

Expected Results

- An up-to-date inventory of building conditions and maintenance needs
- Electronic tools to track and prioritize needed maintenance, repair and replacement
- Electronic tools to increase the effectiveness and efficiency with which the County addresses facility maintenance needs
- Financial tools to better understand the impact of many small decisions on the overall facility operating budget

Data Requests

We understand how busy you are and will make every attempt to limit our impact on your time. Information provided will establish a baseline for survey data requirements and field collection strategies.

- Floor plan(s) and roof plan(s)
- Local first-hand knowledge of building history and known systemic deficiencies
- Contact information for key staff members for scheduling purposes

Typical Assessment Timeline

DAY 1

- AECOM notifies ISD of overall assessment program, via conference call and informational flyer
- ISD assigns a department primary point of contact (POC) for this program

DAY 2

- Department POCs relay background information to local maintenance managers

DAY 3

- Department POC holds conference call with local maintenance managers to assign general date ranges for pre-assessment(s)

DAY 7

- Department POC coordinates with maintenance managers to select preferred date(s)
- Department POC authorizes direct contact between maintenance managers and AECOM

DAY 10

- Maintenance manager and AECOM field team coordinate specific time for pre-survey

DAY 14

- Pre-survey walkthrough
- Full survey date and time scheduled with maintenance manager

DAY 21

- Full survey takes place